

Kingston Fire District

Wardens' Meeting

25 May 2006

Call to order: President Elizabeth McNab called The Kingston Fire District (KFD) Board of Wardens' meeting to order at 7:00 p.m. Also present were Wardens, Lori Horton John Oberle, Donald Packer and Vincent Rose, Chief Nathan Barrington, Treasurer Tom Vignali, Tax Collector Linda Mendillo, Office Manager Lois Winn, Kevin Culley, URI Safety and Risk Dept., and Leo Fox, a member of the KFD Audit Committee. No one from the general public was present.

MOTION: Rose made and Oberle seconded a motion to accept the Secretary's Report.

Secretary's Report: Minutes of the last meeting were distributed. It was agreed that the Secretary's report would be tabled until the next meeting.

The motion was withdrawn.

The list of bills for May were distributed and signed by the Wardens.

MOTION: Rose made and Oberle seconded a motion to accept the April Treasurer's report.

Treasurer's Report: Vignalli reported that the payment in lieu of the Motor Vehicle Tax has been received and in May the fourth quarter URI payment had been received. Receivables totaled \$53,473 with

\$49,820 due from EMA, \$3,501 from URI for details and \$150 due from license fees. Budget line items that are fully expensed include Equipment, Wardens' Discretionary and Fire Hydrants. The Equipment line item is being reviewed to ensure all items have been posted properly. There is \$36,374 in the operating account to pay expenses.

The motion to accept the April Treasurer's report passed unanimously.

MOTION: Rose made and Horton seconded a motion to accept the Tax Collector's Report.

Tax Collector's Report: Mendillo said that 96% of the 2005 taxes had been collected. There were 34 delinquent accounts remaining and notices would be sent out next week. Mendillo said she still had not received a response from the final notices sent out to two taxpayers. She had called one of the two and left a message. If they do not respond by June 10th, the title company will be contacted.

The motion to accept the Tax Collector's Report passed unanimously.

MOTION: Rose made and Oberle seconded a motion to accept the URI Report.

URI Report: Culley reported that the retiming master box project was out to bid and the fire alarm upgrade was in progress as well as the master upgrade plan. The building ID project list is being forwarded to the Town for official change. Barrington asked how the building

would be marked. Culley said there was no budget line item, but he would prioritize this.

Vignali asked about a situation when KFD had responded to a call where a contractor had silenced the alarm in a building. Culley said he would get information from the fire marshal's office on how to handle these situations. In the future, he told Vignali, this type of situation should be reported to Safety and Risk Management. Barrington said he thought this particular situation had been rectified. He also mentioned Gilbane would be having a fire watch person during some construction.

The motion to accept the URI Report passed unanimously.

MOTION: Oberle made and Rose seconded a motion to accept the Chief's Report.

Chief's Report: Barrington reported that George Farrell had been appointed State Fire Marshall. Congressman Jack Reed had sent a letter supporting the \$500,000 radio grant. Barrington said that he had received a bid for the station roof with two options, \$23,000 or \$26,000. The difference in the price had to do with insulation.

The motion to accept the Chief's Report passed unanimously.

OTHER BUSINESS:

Negotiation Discussions: Packer reported that the meeting with URI had been productive and that the process seemed to be moving forward.

Review of Reserve Funds: Barrington said he and Vignali would go through the inventory and note anticipated replacement dates. He noted a restructure was critical to stabilize future costs. Horton asked how difficult it would be to do this and Vignali said he had drafted a spreadsheet that had been reviewed by Leo Fox. Barrington said the District had \$179,000 in unreserved funds. Some of the needs going forward would be trucks, jaws, Scott packs, building maintenance, and exterior paint. He further recommended to the Board that reserve funds not be used as part of the URI negotiations.

Barrington further explained that purchases had been made using grant funds that were not reimbursed for months. KFD had to pay up front costs to send firefighters to New Orleans that has not yet been reimbursed.

Leo Fox noted that there was a problem with tax synchronization. The fiscal year ends in July, but no cash is received until November. One suggestion he had was to change the fiscal year to coincide with the budget year.

Fox also suggested a 15 year plan for equipment replacement was

needed. If funds are not reserved, KFD will have to budget \$30 – \$40 thousand dollars a year for capital replacement. Fox asked how the reserves were designated. Barrington explained the policy was for the voters to approve the building of a cash reserve to cover costs when required. A certain percentage of the operating surplus is put into reserves each year.

Fox asked what the life of a fire engine was. Barrington said according to NFPA guidelines they should be replaced in 15-20 year cycles since the maintenance costs become too high.

There was a discussion on detail uniforms. McNab noted that in September the KFD uniform was shown to Culley and he thought it was fine. Culley agreed a Class A uniform would cost too much. Barrington said he had spoken with the Chief in Providence and they wore class A uniforms for only 2 % of their details, station uniforms were worn for all others. He said that CCRI charged higher rates for details wearing class A uniforms. Culley said the purpose of the uniform was to make the firefighters easily identified. It was noted KFD's uniform was similar to that of the police. White shirts were suggested. Barrington explained he would take this up with the Fire Company since they made the decision on their uniform.

There was a discussion regarding the number of details assigned to an event. Horton asked Culley what details he thought were unnecessary. Culley felt because the Ryan Center was a new

building with more fire protection and low combustibility, there was not the same need for detail numbers as for older buildings such as Fine Arts and Edwards. Barrington said in some instances if the Code were followed there would be more details. Culley disagreed stating he did not see the risk in having fewer details in the Ryan Center.

Information

Opening of Audit Proposals: Vignali reported that the audit proposals had been opened on May 22 and that three bids had been received. A decision will be made at the June 22 Meeting.

McNab announced the death of former KFD Tax Assessor Norris Wood.

Personnel Issue: Barrington said the firefighter who had been sanctioned at the last meeting had decided to move out of the station, but will remain active.

Next Meeting: The next meeting will be held on Thursday, June 22, 2006 at 7:00 pm.

Adjournment: Rose made and Horton seconded a motion to adjourn.

The motion passed and the meeting was adjourned at 9:53 p.m.

Respectfully submitted,

Lois K. Winn

Office Manager